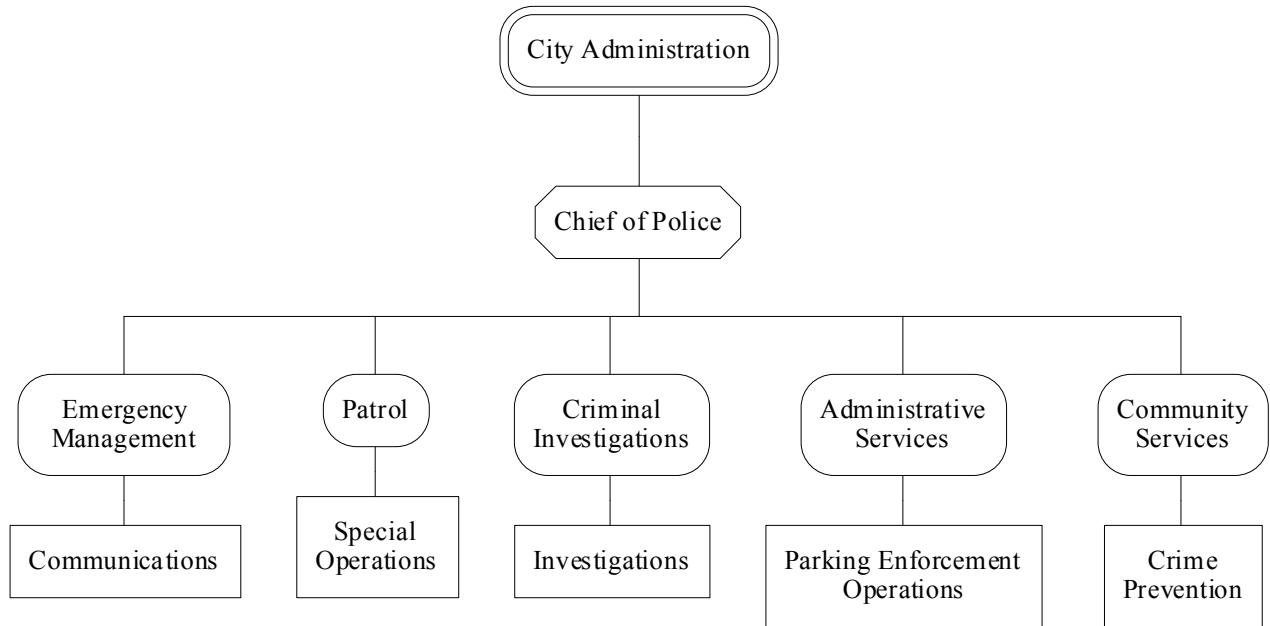


CITY OF ANNAPOLIS
Police Department



Police Department

Fund Support:

General Fund

Description:

The Annapolis Police Department, one of the oldest law enforcement agencies in the State of Maryland, was founded on June 17, 1867 and has been in continuous service ever since. Its primary mission is to preserve the quality of life in Annapolis by ensuring the community's livability, safety and security. The Patrol Section of the Operations Division provides continuous 24-hour patrol of city streets and answers calls for service from citizens. The Special Operations Section provides traffic control, K-9 service, summer marine patrol of the harbor, bicycle patrol, and houses the Neighborhood Enforcement Team. The Criminal Investigations Division is composed of the Major Crimes Section, the Vice and Narcotics Section, the Asset Forfeiture Unit, the Crime Lab and Liquor Inspection Unit. The Administrative Services Division is responsible for recruiting, selecting, hiring and training sworn and civilian personnel, budgeting and purchasing, statistical

crime analysis, Uniform Crime Reporting and D.A.R.E., central records, property and evidence and fleet and building maintenance. The Division also houses the Parking Operations Unit which is responsible for enforcement of parking regulations and meter collection throughout the City. The Community Services Section disseminates information to the media, oversees the Block Watch program, and provides advice on crime prevention to community associations. The Emergency Management Office oversees radio dispatch, information systems management and disaster planning. The Staff Inspections Unit is responsible for periodic inspections of all departmental functions and for the accreditation process.

Mission:

The Annapolis Police Department is dedicated to preserving the quality of life in Annapolis by ensuring the community's livability, safety and security. We are committed to providing the highest standards of police service through adherence to the values of honesty, integrity and respect of human dignity to all.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Police	\$12,467,950	\$12,825,570	\$13,476,460	5.07%
Parking Operations	518,910	586,380	708,110	20.76%
Department Total	\$12,986,860	\$13,411,950	\$14,184,570	5.76%

Police Department Staffing Summary

	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Police - Civilian	30	31	31
Police - Uniformed	126	126	126
Parking Operations	13	13	16
Department Total	169	170	173

Staffing Summary By Position - FY 2006 Permanent Positions

<u>Total FTE</u>	<u>Total FTE</u>
<i>Police:</i>	<i>continued</i>
Office Associate III 2	Police Communications Operator 9
Office Associate IV 1	Police Records Coordinator 1
Police Records Specialist 4	Police Property Supervisor 1
Administrative Office Associate 1	Police Planning Analyst 1
Purchasing Clerk 1	Police Identification Specialist 2
Community Services Specialist 1	Information Systems Analyst 1
Director of Domestic Preparedness 1	Automotive Technician 1
Police Chief 1	Warrant Control Clerk 1
Police Major 1	
Police Captain 4	<i>Parking Operations:</i>
Police Lieutenant 7	Office Associate II 1
Police Sergeant 14	Director of Parking and Traffic 1
Police Corporal 15	Parking Enforcement Officer I 11
Police Officer 1/C 50	Parking Enforcement Officer II 1
Police Officer 34	Meter Collector/Auto Maintenance II 1
Police Communications Operator II 3	Meter Collector/Auto Maintenance I 1

The Police Department has various temporary and/or contractual positions. These positions consist primarily of General Clerical, School Crossing Guards (seasonal), Liquor Inspectors, Youth Services, Community Services, and Community Liaison.

Police Department

Police Department

General Fund

Services:

- The Patrol Division provides primary response to crime scenes, accidents, and calls for service. It handles the most preliminary investigations, but may follow a case to its conclusion. Patrol officers provide both routine patrol and preventive patrol to protect lives and property of citizens. They handle arrests, traffic control and enforcement and numerous order-maintenance activities such as domestic disputes, landlord-tenant complaints, and management-customer disputes. The Division has implemented a community-oriented policing program wherein officers are assigned to posts for a minimum period of twelve months. This is intended to better serve the citizens of Annapolis by familiarizing officers with neighborhood problems and concerns and better acquainting the officers and the citizens they serve.
- The Traffic Safety Unit is responsible for selective enforcement of traffic laws, investigation of major accidents, traffic control and influencing public awareness of traffic safety.
- The Canine Unit is composed of three handler/canine teams. Their function is to provide a highly mobile, specially trained canine support to line patrol units. These teams are used to detect, locate, and apprehend criminal offenders who attempt to elude arrest, locate illegal narcotics and to promote a positive image to the general public through demonstrations and displays of the police canine team.
- The Marine Unit provides a police presence on the waterways surrounding Annapolis in order to safeguard lives and property of boaters.
- It is the mission of the Administrative Services Division to recruit and train the individuals who will best suit the needs of the Department in service delivery to the community and to provide support services to all units of the Department. The Division includes the Central

Records Section which is responsible for the maintenance, storage and disposition of criminal and offense records. The Property Section and Evidence Section handles all evidence and found property as well as uniform, equipment and supply issuance. The Building and Fleet Maintenance Section is responsible for fleet and facilities maintenance. They also provide support services to the Police Department and the public. The Office of Emergency Management oversees the Communications Section which is responsible for all radio, telephone and dispatching services which includes maintenance and repair of equipment. The Information Systems Unit is responsible for providing computer support to the entire Police Department. The Office of Emergency Management is also responsible for emergency preparedness.

Goals:

- Maintain professionalism in every facet of our operations and maintaining only the highest levels of personal integrity.
- Preserve democracy and freedom by protecting the constitutional rights of all.
- Develop and actively build a strong community partnership to help with the identification and solution of neighborhood problems.
- Establish a mutual trust within the community through honest deeds and actions.
- Motivate people to take a proactive approach to improving their quality of life.

Objectives:

- To deploy officers so that the response time to emergency calls is kept to 3.5 minutes or less.
- To provide a minimum of 340 hours of foot patrol per month by members of the operations division who are assigned to units other than foot patrol.

Police Department

- continued -

- Enhance officer/community cooperation through officer participation in community meetings and activities.

96% operational readiness.

Accomplishments:

- Enhance police presence in areas known for drug trafficking through the assignment of NET officers.
- Reduce reportable accidents by 10%.
- Maintain a presence in the Historic District to prevent quality of life/nuisance crimes.
- Respond effectively to traffic safety concerns by means of selective enforcement activities.
- Increase traffic citations by 5% in order to maintain traffic safety.
- Maintain availability of departmental fleet at

- Trained in excess of 1,500 citizens about crime prevention and drug awareness.
- Garnered more than \$340,000 in grant money to target specific crimes.
- Garnered more than \$475,000 in grant money to support emergency management and security for anti-terrorism activities.
- Provided traffic and crowd control for 57 special events.
- Provided over 5,000 hours of training to employees and members of other law enforcement agencies.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$11,175,780	\$11,831,240	\$12,332,130	4.23%
Other Operating Expenditures	1,292,170	994,330	1,144,330	15.09%
Total Expenditures	\$12,467,950	\$12,825,570	\$13,476,460	5.07%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division PoliceFund and Division # 110-42112

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$10,008,720	Appropriation needed as calculated on personnel detail.
Benefits	\$2,323,410	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$351,710	Desk-top supplies, postage, printing, ammunition, film, photo processing supplies, clothing, dry cleaning, fuel, lubricants.
Utilities	\$115,300	Local and long distance telephone calls. Energy for Police Headquarters Building.
Education and Travel	\$47,100	Training courses for sworn and civilian personnel, travel expenses, annual member publications and conferences, membership dues to various organizations.
Repair and Maintenance	\$191,720	Range, cell block, building and grounds maintenance, police radio service contract, computer-aid dispatch and records management software updates and service, communications system maintenance, miscellaneous repairs and service to business machines, police bicycles, polygraph, etc.
Special Projects	\$27,500	Undercover drug purchases, informant fund, DNA testing of physiological evidence, educational material and supplies for Drug Abuse Education Program. Towing fees for vehicles sized in drug arrests.
Leases	\$53,600	Copier leases, rental cars for use by detectives, leases fee for Maryland State Department of Public Safety for MILES/NCIC system, cellular telephone air time, pager leases, postage meter lease, miscellaneous software leases.
Contract Services	\$357,400	Fourth of July law enforcement assistance from outside agencies, accreditation activities.
Capital Outlay	\$0	

Total

\$13,476,460

Parking Operations

Police Department

General Fund

Description:

This section enforces City parking regulations and maintains parking meters.

Services:

- Patrol metered spaces in the downtown area.
- Patrol and enforce residential parking restrictions.
- Collect parking meter revenue.

Goals:

- Enforce all municipal parking codes.
- Safeguard municipal receipts.

Objectives:

- Patrol each residential and metered space in accordance with code.

Accomplishments:

- Issued 30,653 parking citations.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$498,100	\$558,840	\$680,570	21.78%
Other Operating Expenditures	20,810	27,540	27,540	0.00%
Total Expenditures	\$518,910	\$586,380	\$708,110	20.76%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Police Parking OperationsFund and Division # 110-42117

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$513,470	Appropriation needed as calculated on personnel detail.
Benefits	\$167,100	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$19,540	Printing of forms, parking fee envelopes, ticket books, receipt books, postage, sign stakes, chalk, notepads, clothing, dry cleaning costs, fuel, motor oil, other lubricants.
Utilities	\$0	Utilities included under Police
Education and Travel	\$0	
Repair and Maintenance	\$8,000	Parts and repairs to parking meters, service, repairs and parts for Parking Enforcement and Meter vehicles.
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total

\$708,110